

## **Area Plan on Aging Format Instructions**

The primary purpose of this instruction is to provide Area Agencies on Aging with the guidelines they must use in developing and submitting Area Plans on Aging and amendments. These guidelines are effective immediately and will remain so until replaced.

### **The components of the Area Plan on Aging include:**

Verification of Intent

|           |   |
|-----------|---|
| Part I    | Introduction to the Area Plan on Aging                            |
| Part II   | Description of the Area Agency on Aging                           |
| Part III  | Needs Assessment  |
| Part IV   | Goals, Objectives, and Action Plans                               |
| Part V    | Preference to Older Persons with Greatest Economic or Social Need |
| Part VI   | Key Changes to Service Delivery                                   |
| Part VII  | Approved Waivers  |
| Part VIII | Services by Geographic Area                                       |
| Part IX   | Budget  |
| Part X    | Appendix  |

### **PART I - INTRODUCTION TO THE AREA PLAN**

The following narrative must be included in the introduction section of the Area Plan on Aging:

An Area Plan is the document submitted by an Area Agency on Aging to the State Agency on Aging in order to receive awards or contracts from the State Agency's grant provided under the Older Americans Act, as amended. The Area Plan contains provisions required by the Act, the Federal rules and regulations, State policies, procedures, and assurances and commitments that the Area Agency will administer activities funded under the plan in accordance with all Federal and State requirements. The plan is the blueprint by which the Area Agency develops and administers a comprehensive and coordinated system of services and serves as the advocate and focal point for older people in the Planning and Service Area.

Conceptually, the plan must represent a process, which translates needs assessment information into the establishment of priorities for funding and services.

The Area Plan on Aging, as a planning document, has three major purposes, as follows:

- 1) The Area Plan serves as the planning document which identifies needs, goals, objectives, and the activities that will be undertaken by the Area Agency on Aging relative to programs for the older persons in the Planning and Service Area.
- 2) The Area Plan represents a formal commitment to the State Agency, which describes the manner in which the Area Agency on Aging plans to utilize the Older Americans Act funds, and how it will carry out its administrative responsibilities.
- 3) The Area Plan is viewed as "the blueprint for action" which represents a commitment by the Area Agency on Aging that it will fulfill its role as the planner/catalyst/advocate on behalf of older persons in the Planning and Service Area.

## **PART II - DESCRIPTION OF AREA AGENCY ON AGING AND ITS NETWORK**

This section should provide a **clear and concise** description of your Area Agency on Aging and its network. DAAS recommends that your description be no more than eight paragraphs in length and address the following questions:

- Is the Area Agency on Aging a single-purpose agency to administer program for older persons?
- Is the Area Agency on Aging a separate organizational unit within a multipurpose agency which functions only for the purposes of serving as the AAA? If so, describe the nature and organizational placement of the separate unit?
- If the Area Agency on Aging is a Tribal Area Agency on Aging, how does the Agency coordinate with the programs and services outlined in the Older Americans Act Title VI?
- How is the agency organized and what is the nature and scope of its work and/or its capabilities?
- What methods are used by the agency to carry out AAA responsibilities? (examples: clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, how they will contribute to achieving the plan's objectives)
- What is the network for which the Area Agency on Aging operates? (examples: service delivery system, advisory council, partnerships, funders, etc.)
- How does the Area Agency on Aging assure coordination and integration of multiple fund sources?
- What is the approach that will be used to monitor and track progress on the Area Plan on Aging?
- How is competition used in the Area Agency on Aging in arranging for services for elderly individuals and their caregivers?

The following should be included in the appendix:

- Area Agency on Aging Organizational Chart
- Regional Advisory Council Membership
- Listing of Programs and Services

## **PART III - NEEDS ASSESSMENT**

This section should provide a **clear and concise** description of the needs assessment process used by the Area Agency on Aging. DAAS recommends that your description be no more than eight paragraphs in length and address the following questions:

- What procedure was used to conduct the needs assessment? (examples: survey instrument, public information gathering sessions, etc.)
- What was the rationale for using the particular procedure(s)?
- Who was involved in the assessment? What methods were used to ensure that the views of older individuals with greatest economic or social need, with particular attention to low-income minority individuals and individuals residing in rural areas, older individuals who are Indians, and older individuals with severe disabilities were considered?
- What was the role and makeup of strategic partnerships? (examples: identification of other organizations, funders, and/or consumer groups)
- What information collected from the needs assessment process was used to build the plan?
- What major barriers were anticipated or encountered?
- How were these barriers overcome?
- What prior planning activities or approaches were used?

The following should be included in the Appendix:

- Needs assessment instrument
- Results collected from the needs assessment

Sample format for documenting information collected:

| COMMENT/ISSUE | SOURCE | ACTION TAKEN |
|---------------|--------|--------------|
|               |        |              |
|               |        |              |
|               |        |              |
|               |        |              |

#### **PART IV – GOALS, OBJECTIVES, AND ACTION PLANS**

This section should provide a **clear and concise** listing of the Area Agency on Aging goals and objectives for the planning period. At a minimum, a goal and related objectives should be developed to ensure preference is given to older persons with greatest economic or social need with particular attention to low-income minority and older individuals residing in rural areas as defined in [P.L. 106-501 §306(a)(1), 306(a)(4)(A), 306(a)(4)(B)]. In addition, where a new service is to be developed, the goals and strategic objectives should guide the development effort.

#### **Examples**

##### **Goal 1. Ease access to services for older adults.**

Strategic Objective: S.1-1 Reach out to the local transportation departments, city/county government to improve transportation to older adults.

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| Action Plan Steps: Assign staff, set up meetings with city, county, local transportation departments. |
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Operational Objective: O.1.1 Maintain use of volunteer transportation to services by informing additional older adults about volunteer driver program.

Outputs: 15 neighborhood forums held/720 total attendance

Outcome: 57 older adults that were not able to access services due to transportation problems are now able to access services (same number as were reached in the previous year).

##### **Goal 2. Increase the ability of older adults to remain active, healthy and living independently in their communities.**

Strategic Objective: S.2-1 Reduce the number of older adults that fall in the home by beginning home visits to assess and make suggestions that will reduce falls.

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| Action Plan Steps: 1) Assign staff to project, identify at-risk seniors (through case managers, physicians, self-selection through advertising the program, etc.) visit homes to ID risks and make suggestions for modifications. 2) Develop evaluations that will be used to assess previous fall history, why and modifications suggested. 3) Evaluate at regular interval(s) to assess change in # of falls compared to previously collected data. |
|---|

Operational Objective: O.2-1 Increase the number of older adults that are able to continue to reside at home due to home-delivered meals

Outputs: 175 additional older adults were added to the list of those served by home delivered meals (same number as added in the previous year).

Outcomes: 48% of those added reported that they wouldn't be able to continue to live at home without the home-delivered meals (same percentage as obtained in the previous year). This % was determined by self-report on an evaluation given to each participant.

Sample format of action plan:

|                    |                        |                           |                       |
|--------------------|------------------------|---------------------------|-----------------------|
| <b>Goal:</b>       |                        |                           |                       |
| <b>Objective:</b>  |                        |                           |                       |
| <b>Action Step</b> | <b>Completion Date</b> | <b>Person Responsible</b> | <b>Output/Outcome</b> |
|                    |                        |                           |                       |
|                    |                        |                           |                       |
|                    |                        |                           |                       |
|                    |                        |                           |                       |

## **PART V - PREFERENCE TO OLDER PERSONS WITH GREATEST ECONOMIC OR SOCIAL NEED**

This section should provide a **clear and concise** description of the Area Agency on Aging's assurance that preference will be given to older individuals with greatest economic or social need, with particular attention to low-income minority individuals and individuals residing in rural areas, older individuals who are Indians, and older individuals with severe disabilities. DAAS recommends that your description be no more than two paragraphs in length and address the following questions:

- How will the Area Agency ensure that the needs of "preference" are being met?
- How will the Area Agency incorporate published demographic information into its outreach and service delivery?
- How will the Area Agency use outreach efforts to identify individuals eligible for assistance under the Older Americans Act, with special emphasis on older individuals with greatest economic and social need, with particular attention to low-income minority individuals, individuals residing in rural areas, individuals who are Indians, and individuals with a severe disability within the planning and service area.
- How will the Area Agency ensure that its service provider(s) will satisfy the service needs of low-income minority individuals, individuals residing in rural areas, individuals who are Indians, and individuals with a severe disability in the area being served by the service provider.
- How will the Area Agency ensure that its service provider(s), to the maximum extent feasible, will provide services to low-income minority individuals, individuals residing in rural areas, individuals who are Indians, and individuals with a severe disability in the area being served by the service provider.
- How will the Area Agency ensure that its service provider(s) will meet the specific objectives established by the Area Agency for providing services to low-income minority individuals, individuals residing in rural areas, individuals who are Indians, and individuals with a severe disability in the area being served by the service provider.
- How will community-based organizations be involved in a meaningful way in the planning and implementation of the Area Plan on Aging.

## **PART VI – KEY CHANGES TO SERVICE DELIVERY**

This section should provide a **clear and concise** description of key changes to the service delivery system for which the Area Agency on Aging intends to make and the reasons for those changes. This section should also provide the initiatives in which the Area Agency on Aging is or will be involved. The DAAS recommends that your description be no more than four paragraphs in length and address the following questions:

- What are the key changes to your service delivery system and why are those changes being made?
- What is your involvement in the development, expansion, and coordination of Aging and Disability Resource Centers, or the basic principles of systems change that this project entails?
- As part of the Aging and Disability Centers project, how do you anticipate integrating a comprehensive array of information, intake, referral, and counseling services into one-stop service centers?
- As part of the Aging and Disability Resource Centers project, how do you anticipate expanding service provision to private pay and non-elderly clients?
- How will you work with the Division of Aging and Adult Services to develop management information systems that support the functions of the program, including client intake, needs assessment, care plans, utilization and cost; establishing measurable performance objectives related to program visibility, consumer trust, ease of access, responsiveness to consumer needs, efficiency of operations, and program effectiveness?
- What efforts are you considering to implement evidence-based health promotion and disease prevention programs in your planning and service areas?
- What steps have been taken to help elderly individuals to avail themselves of the benefits available to them under the Medicare Modernization Act?
- What is your involvement in improving the coordination of transportation services to assist elderly individuals in communities within your planning and service area?
- What is your involvement in modernizing senior centers in your planning and service area?

#### **PART VII - APPROVED WAIVERS**

This section should provide a **clear and concise** listing of the approved waivers received by the Area Agency on Aging for the planning period. The listing may be substituted with copies of the approval letters for the waivers requested.

#### **PART VIII - BUDGET**

This section should provide a detailed budget for the first year of the planning period. (Attach a copy of the Area Agency on Aging State Fiscal Year 2008 Contract Operating Budget)

#### **PART IX - AREA AGENCY SERVICES TO BE FUNDED BY GEOGRAPHICAL AREA**

This section should provide a **clear and concise** listing of the anticipated allotments of Area Agency on Aging resources for the delivery of services within the various geographical areas of the Planning and Service Area, i.e., counties, cities, etc.

Sample format for documenting services funded:

|                   | <b>Service #1</b> | <b>Service #2</b> | <b>Service #3</b> | <b>Etc.</b> |
|-------------------|-------------------|-------------------|-------------------|-------------|
| <b>City/PSA A</b> |                   |                   |                   |             |
| <b>City/PSA B</b> |                   |                   |                   |             |
| <b>Etc.</b>       |                   |                   |                   |             |

## **PART X - APPENDIX**

At a minimum, the following should be included in the Appendix:

- Area Agency on Aging Organizational Chart
- Regional Advisory Council Membership
- Listing of Programs and Services
- Assurances
- Needs assessment instrument
- Results of needs assessment
- Comments on the Area Plan received at the public input sessions or other information gathering activity held by the Area Agency. Include additional material that will assist the Division of Aging and Adult Services in its review of the Area Plan.